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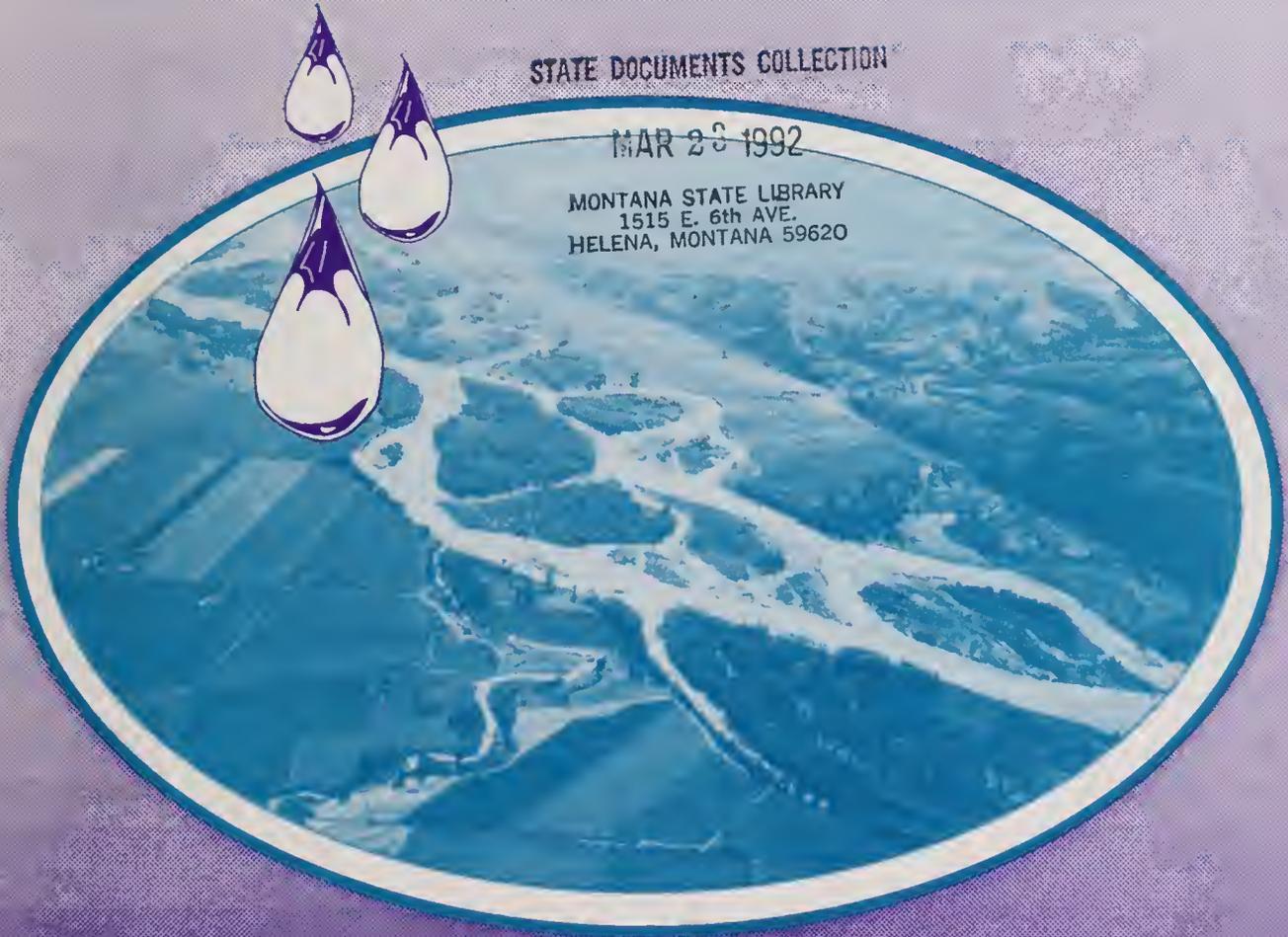
GUIDELINES AND GRANT FORMS FOR GOVERNMENTAL ENTITIES

for the
**WATER DEVELOPMENT
AND RENEWABLE RESOURCE
DEVELOPMENT PROGRAMS**

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Montana Department of
Natural Resources and Conservation



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STAN STEPHENS
GOVERNOR

State of Montana
Office of the Governor
Helena, Montana 59620
406-444-3111

Dear Montanans,

Over the last two to three years there has been a renewed understanding of the dividends which result from investing in the improvement of Montana's public infrastructure. The future of our economy and the opportunities it provides Montanans depend on our ability to protect the public health and make wise use of our state's natural resources. It's our public and private facilities which help us get that job done and they need to be in good condition to do so.

Modernizing and maintaining these facilities requires working together, a partnership. The Montana Water Development and Renewable Resource Development Programs are two of the state's partnership efforts. They put your coal tax dollars to work improving Montana's ability to conserve, develop and benefit from the water and the renewable resources around us.

These are wise investments. We support them and we support your work to create a more secure future for Montanans. Good luck in your projects.

Sincerely,

A handwritten signature in cursive script, appearing to read "Stan Stephens".

STAN STEPHENS
Governor

MONTANA WATER DEVELOPMENT
AND
RENEWABLE RESOURCE DEVELOPMENT
GRANT PROGRAMS

Guidelines and Grant Application Forms

[Revised Fall 1991]

Department of Natural Resources
and Conservation
Resource Development Bureau
1520 East Sixth Avenue
Helena, MT 59620-2301
Telephone:444-6668//Telefax: 444-6721

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Introduction

This booklet explains how state and local governmental entities may apply for grants under Montana's Water Development and Renewable Resource Development programs. Along with providing details concerning applicant eligibility and the eligibility of specific projects and activities, the booklet provides general information about how applications are processed and how funded grants are managed. The booklet also includes the application forms needed to apply for grants.

IF YOU WANT BOTH A GRANT AND A LOAN, YOU ALSO MUST COMPLETE A LOAN APPLICATION FORM. A loan application form may be obtained by calling 444-6668 or by writing to the address below. Ask for a Water Development public loan application.

Submit completed application forms, including supporting documentation and a \$150 application fee, to:

Department of Natural Resources
and Conservation
Resource Development Bureau
1520 East Sixth Avenue
Helena, MT 59620-2301

Grant application forms must be hand-delivered or postmarked to DNRC no later than May 15 of each even-numbered year. If you have questions or if we can help you in any way, please contact our office.

GENERAL PROGRAM INFORMATION

The Conservation and Resource Development Division, Resource Development Bureau, of the Department of Natural Resources and Conservation (DNRC), administers several grant and loan programs. This booklet concerns grants only and provides guidelines for grants under two programs:

- (1) Water Development Program
- (2) Renewable Resource Development Program

You may use this application booklet to apply for grant consideration under both programs. If eligible, however, you will receive funding under only one of the two programs. While similar in nature, the programs differ in regard to purpose and applicant eligibility. The purpose and eligibility requirements are described elsewhere in this booklet.

IF ELIGIBLE, YOU WILL RECEIVE FUNDING UNDER ONLY ONE OF TWO PROGRAMS.

Funding Limitations

These guidelines do not impose a limit on the amount of funding the Montana Legislature may provide to a governmental entity for a project or activity under either the Water Development or Renewable Resource Development programs. DNRC, however, limits its grant funding recommendations to a maximum of \$100,000 for Water Development and Renewable Resource Development proposals.

The typical grant funding level recommended by DNRC will be at least 25 percent of the total cost of a Water Development or Renewable Resource Development proposal, but no more than \$50,000. If no revenue source is available to repay a possible loan source, DNRC's grant funding recommendation will be up to 100 percent of the total cost of a Water Development or Renewable Resource Development proposal, but not more than \$100,000. In this case, the applicant must provide evidence to show that no source of loan repayment revenue is available.

FUNDING RECOMMENDATIONS FOR WATER DEVELOPMENT AND RENEWABLE RESOURCE DEVELOPMENT PROPOSALS WILL NOT EXCEED \$100,000.

Water storage proposals that meet priorities set by the State Water Plan may receive funding with no limit restrictions to the extent that costs are justified and funds are available. Available revenue to fund water storage grants is limited.

Project/Activity Selection

APPLICATIONS
ARE ACCEPTED
UNTIL MAY 15.

During February of even-numbered years, the application period begins. DNRC accepts applications until May 15 of that year. These applications are reviewed and ranked by DNRC staff during the following summer and fall.

(1) DNRC reviews the applications for completeness. If application forms and required documentation are incomplete, DNRC notifies the applicants and sets a specific time for them to complete the requirements. DNRC rejects all applications that are substantially incomplete when initially submitted; substantially incomplete applications are those that include application forms that lack information and/or supporting narrative information.

APPLICANTS
PREPARE
SUMMARIES TO
PROMOTE THE
MERITS OF
THEIR
PROPOSALS
TO THE
LEGISLATURE.

(2) DNRC evaluates applications to determine technical and financial feasibility. Applicants may be required to answer specific technical questions and to submit additional documentation. DNRC also consults with other state and federal agencies to complete its evaluation. The proposal abstract that is required as part of the application is used generally to inform the application review team of the proposals submitted. These abstracts also are used to promote each proposal's merits to the legislature.

(3) DNRC ranks all feasible project/activities. These project/activity ranking and funding recommendations are developed and printed in a report to the legislature along with the proposal abstracts prepared by the applicants. This report is submitted to the legislature.

Funding is provided through legislative appropriation and authorization. Actual funding decisions will be made during the regular legislative session.

The legislature reviews DNRC's legislative report that includes project/activity summaries prepared by the applicants, along with DNRC's technical, financial, and environmental review and recommendations. If you want your legislator to support your project/activity application, you should contact him or her. You also may also wish to testify on behalf of your project/activity during legislative hearings.

Funding Schedule

Grants are funded with Coal Severance Tax revenues and interest earnings from the Resource Indemnity Trust Fund. As appropriated funds earned throughout the biennium become available, contracts are prepared and grant funds are awarded in the order of legislative priority. Thus, higher-ranked projects/activities receive funding beginning in July, one year after applications are first submitted. Lower-ranked projects/activities are funded during the two fiscal years that follow. For the lowest ranked projects/activities, this may be up to three years after applications are first submitted.

**LOWER-RANKED
PROJECTS /
ACTIVITIES MAY
NOT BE FUNDED
UNTIL THREE
YEARS AFTER
APPLICATIONS ARE
FIRST SUBMITTED.**

THE WATER DEVELOPMENT PROGRAM

Background

The Montana Legislature established the Water Development Program in 1981 to promote and advance the beneficial use of water, and to allow Montana's citizens full use of the state's water by providing grants and loans for water development projects and activities. Under this program, governmental entities and private persons both are eligible to apply for funding. The application forms in this booklet, however, are for governmental entities only. Private persons should request separate application forms and guidelines for grants to private persons by calling or writing to DNRC's Resource Development Bureau; refer to the title page of this application for the address and telephone number. In either case, projects and activities must be water-related and may include feasibility studies, public education efforts, design, and construction.

In 1991, the legislature designated a fund to be used especially for water storage projects. Projects that promote the water storage priorities established by the State Water Plan may be funded with this fund. Other water storage projects may compete for funds as water development projects.

Purpose

The purpose of the Water Development Program is promotion of the state's policies on conservation, development, and beneficial use of water. These policies are described in Title 85, Chapter 1, MCA (Montana Code Annotated), and the Montana State Water Plan.

Project/Activity Eligibility

Water development projects or activities and water storage projects are eligible to receive grant funding. Applications must document how the funds spent will enhance the common well-being of Montanans through measurable conservation and the management, better use, development, or protection of a targeted resource that is water-related.

WATER DEVELOPMENT PROJECTS

Eligible water development projects include "works" for the purpose of irrigation, flood prevention, or drainage; protection or benefit of fish and wildlife; improvement of public, water-based recreation opportunities; development of hydropower; watering of stock; supplying water for public, domestic, industrial, or other uses; and fire protection. All means of conserving and distributing water, such as reservoirs, dams, diversion canals, waste canals, drainage canals, dikes, lateral ditches and pumping units, mains, pipelines, and waterworks systems for the conservation, storage, distribution, and use of water are considered "works" and qualify for funding considerations.

WATER DEVELOPMENT ACTIVITIES

Eligible water development activities include efforts that involve actions or programs to protect and enhance water-based recreation or water to benefit agriculture, flood control, or other uses. These activities include, but are not limited to, the promotion of efficient water use in agriculture; water quality improvement in agriculture and other nonpoint source uses; protection and enhancement of water-based recreation; control of streambank erosion; and control of river and stream sedimentation. Water development activities provide greater local and state control of Montana's water and may or may not provide marketable benefits.

WATER STORAGE PROJECTS

Eligible water storage projects include efforts that involve water development projects when they enhance water storage capacity or rehabilitate existing facilities that are aging and in need of repair, thus resulting in better management of the state's water and more extensive benefits from the water that moves through Montana.

Applicant Eligibility

GOVERNMENTAL ENTITIES

During its review of applications for Water Development Program funding, DNRC may recommend that grants be awarded to a department, agency, board, commission, or other division of state government, or to a city, county, or other political subdivision or local government body of the state. These entities, called governmental entities, in the past have included:

Cities	Sewer districts
Conservation districts	State agencies
Counties	Towns
Irrigation districts	Universities
Joint boards of control	
School districts	

PRIVATE PERSONS

Any individual, association, partnership, corporation, or other nongovernmental entity also may be considered for funding for water development projects or activities. By law, however, funding for these efforts may not exceed 25 percent of the total estimated cost, or 5 percent of the pool of funds available under the program for grants during one biennium. DNRC requests funds for grants to private persons during the regular legislative session. Application deadlines are set after the appropriation is granted, during odd-numbered years. DNRC staff review the applications and those with the greatest merit are recommended for funding to DNRC's director.

THE RENEWABLE RESOURCE DEVELOPMENT PROGRAM

Background

The Montana legislature established the Renewable Resource Development Program in 1975 to promote the development of renewable resources. To do this, the program may provide funds for eligible renewable resource development projects. Only governmental entities are eligible to apply for funding under this program. Grants may be provided for the purchase, lease, planning, design, construction, or rehabilitation of projects that conserve, manage, use, develop, or preserve land, water, fish, wildlife, recreation, and other renewable resources.

Purpose

The Renewable Resource Development Program invests an appropriate proportion of the coal severance tax and other revenue from nonrenewable natural resources to replace these resources with the development of renewable natural resources. By doing so, the state's natural heritage will be preserved, and the quality of the state's land, air, fish, wildlife, and recreation opportunities will not be significantly diminished.

Project Eligibility

Renewable resource development projects are eligible to receive grant funding. Applications must document how the funds spent will provide a tangible return to the state or its citizens and, whenever practicable, whether the projects will be multiple-use projects.

RENEWABLE RESOURCE DEVELOPMENT PROJECTS

Grants for renewable resource development projects may be made for the purchase, lease, or construction of projects for the conservation, management, use, development, or preservation of the state's land, vegetation, fish, wildlife, recreation, and other renewable resources. Eligible projects include those that provide research and demonstration of farming practices that reduce agricultural chemical use; produce feasibility and design studies for such projects; and facilitate development of plans for the rehabilitation, expansion, or modification of existing projects. Other projects similar to these also will qualify for funding.

Applicant Eligibility

GOVERNMENTAL ENTITIES

During its review of applications for Renewable Resource Development Program funding, DNRC may recommend that grants be made to a department, agency, board, commission, or other division of state government, or any other political subdivision of the state. These entities, called governmental entities, in the past have included:

- Cities
- Conservation districts
- Counties
- Irrigation districts
- Joint boards of control
- School districts
- Sewer districts
- State agencies
- Towns
- Universities

PRIVATE PERSONS

Private persons are not eligible for funding under the Renewable Resource Development Program.

STEP 1: PROPOSAL ABSTRACT

Prepare a clear and concise description of your proposal that describes the merits of the project or activity. This proposal abstract will be used generally to inform the review team of the range of proposals submitted. DNRC staff will edit the abstract for spelling and obvious grammatical errors only. Since it will be incorporated into the Water Development and Renewable Resource Development Report to the Legislature, you should be careful to provide accurate information in the abstract that will best promote the merits of your project or activity.

Your abstract should consist of no more than 250 words. Longer abstracts will be returned to you for redevelopment.

Please use the following format for your abstract.

PROPOSAL ABSTRACT

SUBMITTED TO: DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

DATE:

APPLICANT NAME:

PROJECT/ACTIVITY NAME:

PROJECT/ACTIVITY DESCRIPTION:

STEP 2: PROJECT/ACTIVITY DATA

To help DNRC staff determine the eligibility of your applications, please provide all of the information requested. Incomplete forms will be returned to you.

APPLICANT INFORMATION

A. Applicant Name _____

B. Mailing Address _____

C. City, State, Zip _____

D. Telephone Number(s) _____

E. Key Contact Person _____

1. Address: _____

2. Telephone: (Give us a number where we can most easily reach a project/activity person for emergency legislative updates.) _____

F. This application requests funds for the following: (check one)

- ___ 1. City, county, or town
- ___ 2. Conservation district
- ___ 3. Irrigation district
- ___ 4. Joint board of control
- ___ 5. School district
- ___ 6. State agency
- ___ 7. University
- ___ 8. Water or sewer district
- ___ 9. Other (describe) _____

PROPOSAL INFORMATION

A. Proposal Title _____

B. Statement of Goal _____

C. This application requests funds for the following: (check one)

- 1. Non-storage water development project
- 2. Non-water-related renewable resource development project
- 3. Water development activity
- 4. Water storage project

See pages 5 - 7 to determine project/activity type. If you have questions please contact our office for assistance.

D. Budget (from page 27)

1. I (we) request a grant in the amount of: \$ _____ .00

2. I (we) will spend funds and will document expenditures of: \$ _____ .00

3. I (we) also have secured additional funds from the following sources:
(Letters of commitment are attached.)

a. _____ \$ _____ .00

b. _____ \$ _____ .00

c. _____ \$ _____ .00

4. I (we) continue to seek funding from the following sources: (Application cover letters are attached.)

a. _____ \$ _____ .00
b. _____ \$ _____ .00
c. _____ \$ _____ .00

5. I (we) lack partial funding in the amount of: \$ _____ .00

6. TOTAL COST: \$ _____ .00

E. Authorizing Statement:

I (We) hereby declare that the information included in and all attachments to this application are true, complete, and accurate to the best of my (our) knowledge, and that the proposed project or activity complies with all applicable state, local, and federal laws and regulations.

I (We) further declare that I am (we are) legally authorized to enter into a binding contract with the Department of Natural Resources and Conservation to obtain funding if this application is approved. I (We) understand that all funds must be authorized by the Montana Legislature and that loan funds will become available the sale of state bonds and that I (we) will be expected to enter into a bond purchase agreement when funding is available and according to my (our) construction schedule.

Applicant Name _____

Date _____ Authorized Representative _____

STEP 3: TECHNICAL NARRATIVE

(Instruction Sheet)

At a minimum, the technical narrative should include the following:

1. A clear statement of the proposal's purpose and the specific objectives to be achieved.
2. A thorough project/activity description that shows how the project/activity will achieve these objectives.
3. A discussion of the project/activity's history or the problem addressed by the project/activity, along with a description of all related work previously conducted.
4. A description of the project/activity's technical alternatives along with a cost-benefit analysis of each alternative and the reason for which the proposed alternative was selected.
5. A specific description of the project/activity implementation plan.
6. A schedule (preferably in chart form) for completing the project/activity.
7. A discussion of the project/activity's potential effects, positive or negative, on water quantity and quality, soils, vegetation, wildlife, and other natural resources.
8. A description of the final project/activity results, how they will be used, and by whom.

TECHNICAL NARRATIVE

(Use additional pages as needed)

APPLICANT NAME:

PROJECT/ACTIVITY TITLE:

TECHNICAL NARRATIVE:

STEP 4: TECHNICAL DOCUMENTATION

(Instruction Sheet)

Please submit as much relevant, sound documentation about the project/activity as you can.

1. Include appropriate data on the natural features of the project/activity area, such as soils, vegetation, geology, and hydrology. Include completed technical reports and studies on the project/activity. All engineering design work submitted for construction projects or activities should name the design standards used, and should be prepared by a professional engineer licensed to practice in Montana. DNRC may exempt the professional engineer requirement if work is done by an experienced person in the technical field who follows the designs established by a professional engineer. An example of this circumstance might be an irrigation project/activity with design work completed by a technician following Soil Conservation Service (SCS) design procedures.
2. Include a topographic map or aerial photo that shows the project or activity location by sections, townships, and ranges. Identify all proposed construction sites, water sources, water diversion points, places of water use, and water conveyance structures. Include titles on all maps, and include both a scale and a north arrow.
3. Include verification of deeds, easements, or right-of-way agreements that will be required to complete your project/activity, or describe property agreements that will be needed before the project/activity can begin. Water right claim numbers also should be included. Some construction projects or activities may require other permits. Prepare a list of any permits you have obtained, or of those you must obtain to complete the project/activity.

STEP 5: FINANCIAL NARRATIVE AND BUDGET FORMS

If, you want both a grant and a loan, do not complete the financial narrative and budget forms in this application (proceed to Step 6). Instead, COMPLETE THE FINANCIAL NARRATIVE AND BUDGET FORMS INCLUDED IN A LOAN APPLICATION BOOKLET.

Instructions for Narrative

The narrative must clearly demonstrate that the project or activity can be completed within the proposed budget. In your narrative, provide a general discussion of the spending plan, and explain each budget item in relation to the total budget. The financial narrative should clearly state the reason for developing the budget as proposed. Include the sources of all cost estimates. Also discuss the cost of the selected approach as opposed to the costs of the alternatives described in Step 3.

Identify all of your project/activity's funding sources, and describe your efforts toward securing those funding commitments. If you applied to other funding agencies, give the date of your application, the date a funding decision is expected, and whether you requested a grant or a loan. State how much money you will provide toward the project/activity and describe your in-kind contributions. If local community funds are contributed, specify whether they are general revenues or loans. If you plan to borrow from the private sector, fully describe your borrowing plans. Also include in this narrative any other information that would help DNRC assess your financial commitment to project/activity completion.

Instructions for Budget

Use the budget forms provided in this booklet. Budgets should estimate costs as completely and accurately as possible. The forms include major expense categories, and they separate the actual project/activity costs from administrative, engineering, land acquisition, and permitting costs, which sometimes are not anticipated. Construction projects/activities should include a contingency expense of at least 10 percent of construction costs to cover unexpected expenses. An inflation contingency may be included as a project/activity cost, and must be identified as such on the budget forms. Account for any time lapses between project/activity approval and funding so that an inflation contingency may ensure that funds are sufficient to complete the project/activity. Actual funding cannot exceed the amount authorized by the legislature.

Include copies of cover letters for any funding applications you have submitted to other agencies, letters of inquiry and responses, and budget documents that show the balances available in accounts from any local funds you plan to use.

FINANCIAL FEASIBILITY NARRATIVE

(Use additional pages as needed)

APPLICANT NAME: _____

PROJECT/ACTIVITY TITLE: _____

FINANCIAL FEASIBILITY NARRATIVE: _____

BUDGET FORMS

I. CONTRACT ADMINISTRATION

A. Employees & Contracted Personnel Position Titles (list is not intended to be inclusive)

Please indicate wages and allocation of time for each position.

	DNRC GRANT	NON-DNRC	TOTAL	SOURCE OF FUNDS
Administrator/Manager	\$	\$	\$	
Accountant				
Attorney				
Fringe Benefits				
Subtotal-Salaries and Benefits	\$	\$	\$	

B. Associated Costs (list is only an example)

Office Rent				
Equipment Rent, Lease, or Purchase				
Utilities				
Communications				
Supplies				
Travel				
Other (specify)				
Subtotal-Associated Costs	\$	\$	\$	
Total Contract Administration Costs	\$	\$	\$	

II. PROFESSIONAL/TECHNICAL COSTS

A. Employees & Contracted Personnel Position Titles (list is an example only)

Please indicate wages and allocation of time for each position.

	DNRC GRANT	NON-DNRC	TOTAL	SOURCE OF FUNDS
Project/Activity Manager	\$	\$	\$	
Hydrologist				
Soils Engineer				
Inspector				
Fringe Benefits				
Subtotal-Salaries and Benefits	\$	\$	\$	

B. Associated Costs (list is only an example)

Laboratory Costs				
Travel				
Communications				
Printing				
Supplies				
Equipment Rent, Lease, or Purchase				
Other (specify)				
Subtotal-Associated Costs	\$	\$	\$	
Total Professional/ Technical Costs	\$	\$	\$	

III. CONSTRUCTION COSTS (list is an example only)

	DNRC GRANT	NON-DNRC	TOTAL	SOURCE OF FUNDS
Labor	\$	\$	\$	
Equipment				
Land or Structure Acquisition				
Materials				
Other (specify)				
Subtotal- Construction Costs	\$	\$	\$	
Contingency for Unexpected Costs (10%)				
Total Construction Costs	\$	\$	\$	

PROJECT/ACTIVITY COSTS

	DNRC LOAN	DNRC GRANT	NON-DNRC	TOTAL
TOTAL FROM I.	\$	\$	\$	\$
TOTAL FROM II.				
TOTAL FROM III.				
TOTAL PROJECT/ACTIVITY COSTS	\$	\$	\$	\$

TOTAL PROJECT/ACTIVITY REVENUE

A. DNRC Revenue:

Grant Amount Requested \$ _____

B. Other Funding Sources:

(List and specify whether a grant or loan.)

\$ _____

\$ _____

\$ _____

\$ _____

Subtotal-Other funding sources

\$ _____

C. TOTAL PROJECT/ACTIVITY REVENUE

\$ _____

STEP 6: PUBLIC BENEFITS RANKING CRITERIA

Directions: Place a checkmark next to those public benefits that will be realized from the proposed project/activity.

<p>FOR WATER-RELATED PROJECTS/ACTIVITIES: Check items a. through q. that apply. FOR NON-WATER RENEWABLE RESOURCE PROJECTS: Check items g. through q. that apply.</p>
--

Water Development Project/Activity Assessment

- a. Supports/implements State Water Plan.
- b. Supports state water storage priorities.
- c. Initiates the use of water reserved under the laws of Montana.
- d. Preserves prime farm land or is part of a family farm.
- e. Fully uses a water resource to significantly conserve water.
- f. Helps resolve Indian/federal reserved water rights.

Renewable Resource Development Project/Activity Assessment

- g. Shall provide a tangible return to the state or its citizens.
- h. Invests in replacing nonrenewable resources with the development of renewable resources to preserve the state's natural heritage for its citizens' benefit economic or other.

Water Development and Renewable Resource Development Project/Activity Assessment

- i. Will result in the conservation, management, development, use, protection, improvement, or reclamation of the targeted water or other renewable resource.
- j. Is a multiple-use project/activity.
- k. Allows public use.
- l. Shows strong citizen support (Attach copies as documentation).
- m. Applicant will provide non-state funds for the project/activity in an amount that exceeds that requested in this application.
- n. Will create new jobs.
- o. Other (specify) _____
- p. Other (specify) _____
- q. Other (specify) _____

In narrative form, explain how your project/activity will provide the benefits you have indicated. Identify direct benefits and indirect benefits.

PUBLIC BENEFITS NARRATIVE

(Should not exceed one page.)

APPLICANT NAME: _____

PROJECT/ACTIVITY TITLE: _____

PUBLIC BENEFITS NARRATIVE: _____

Number of Montanan's that will directly benefit from the project/activity: _____

Number of Montanan's likely to benefit indirectly from the project/activity: _____

STEP 7: NEED AND URGENCY RANKING CRITERIA

Need and urgency points are awarded based on the:

- (1) immediacy of the problem compared to other proposals; and
- (2) cost of delaying a solution.

Place a checkmark by the statements below that directly apply to your project or activity. (you may check more than one)

- a. Project/activity complies with court order to overcome identified health hazard.
- b. Project/activity provides mitigation for adverse environmental conditions.
- c. Applicant has a financial need demonstrated by the rate and fees in place for related community systems or services, community mills levied, or high debt/bond capacity ratio. Applicant is unable to provide additional funds.
- d. Imminent threat to life or property exists without project/activity.

In narrative form, discuss items a. through d., as they apply to your project/activity.

NEED AND URGENCY NARRATIVE

(Should not exceed one page.)

APPLICANT NAME: _____

PROJECT/ACTIVITY TITLE: _____

NEED AND URGENCY NARRATIVE: _____

STEP 8: ENVIRONMENTAL ASSESSMENT

All Water Development and Renewable Resource Development grants are subject to the Montana Environmental Policy Act (MEPA). This statute seeks to avoid or mitigate adverse impact on the environment by requiring careful consideration of the potential impacts of a proposed project/activity. Applicants are encouraged to be sensitive to potential environmental impacts during the initial project/activity planning stage in order to avoid problems that could delay or prevent project/activity implementation. The Environmental Checklist must be completed by the applicant. The Department will review the preparer's comments and prepare its own environmental assessment to determine whether further information is needed.

ENVIRONMENTAL CHECKLIST

APPLICANT NAME _____

PROJECT/ACTIVITY TITLE _____

POTENTIAL IMPACTS ON PHYSICAL ENVIRONMENT

(state whether adverse or beneficial)

	Major	Mod- erate	Minor	None	Un- known	Comments
1. Topography						
2. Geology: stability						
3. Soils: quality, quantity, distribution						
4. Water: quality, quantity, distribution						
5. Air: quality						
6. Terrestrial, avian & aquatic: species & habitats						
7. Vegetation: quantity, quality, species						

8. Agriculture, grazing, crops, production						
9. Unique, endangered, fragile, or limited environmental resources						
10. Demands on environmental resources of land, water, air & energy						
11. Historical & archaeological sites						
12. Aesthetics						

POTENTIAL IMPACTS ON HUMAN ENVIRONMENT

(state whether adverse or beneficial)

	Major	Mod- erate	Minor	None	Un- known	Commen ts
1. Social structures & mores						
2. Cultural uniqueness, diversity						
3. Population: quantity & distribution						
4. Housing: quantity & distribution						
5. Human health & safety						
6. Community & personal income						
7. Employment: quantity & distribution						
8. Tax base: local & state						
9. Government services: demand on						
10. Industrial, commercial, & agricultural activities						
11. Recreation & wilderness						
12. Environmental plans & goals, local & regional						
13. Demands for energy						
14. Transportation networks & traffic flows						

List any groups or agencies contracted:

GRANT APPLICATION CHECKLIST

Two (2) copies of your application and supporting documentation, along with a \$150 application fee, must be hand-delivered or postmarked to DNRC no later than May 15. Make checks payable to DNRC.

- _____ STEP 1: PROPOSAL ABSTRACT
- _____ STEP 2: PROJECT/ACTIVITY DATA
- _____ STEP 3: TECHNICAL NARRATIVE
- _____ STEP 4: TECHNICAL DOCUMENTATION
- _____ STEP 5: FINANCIAL NARRATIVE AND BUDGET FORMS
 - Financial Feasibility Narrative
 - Project Budget Forms
- _____ STEP 6: PUBLIC BENEFITS RANKING CRITERIA
 - Public Benefits Narrative
- _____ STEP 7: NEED AND URGENCY RANKING CRITERIA
 - Need and Urgency Narrative
- _____ STEP 8: ENVIRONMENTAL ASSESSMENT
 - Environmental Checklist

DID YOU REMEMBER TO . . .

Complete all steps required for the type of application you are submitting?

Enclosed two copies of your application and all supporting documentation?

Enclosed a check payable to DNRC for the \$150 application fee?

